



FY16 Culture and Tourism Grant Program

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Strong arts, culture, heritage and recreational activities are essential to the quality of life and economy of the IRRRB service area. The Culture and Tourism Grant Program assists non-profits by supporting those projects.

Eligible Applicants: Non-profits with projects located within the IRRRB service area. Multi-organization collaboration is welcome.

Funding: The Culture and Tourism Grant Program is funded at \$185,000 for FY2016. The grant awards range from \$2500 - \$20,000.

- IRRRB provides a 1:1 match per project. In-kind (materials, labor, etc.) may constitute up to 50% of the local match. Preapproval of in-kind match is required. Contact staff for preapproval.
- Applicant may receive one grant per year for a maximum of three consecutive years.
- Project must begin within 12 months of award.

This program funds projects in one or more of the following categories:

- Capital improvement
- Historic preservation
- Innovative initiatives
- Sustainable tourism
- Hospitality and customer service training
- Marketing and promotion to new audiences

Evaluation criteria:

1. Economic impact by attracting new visitors and encouraging spending – 50%
2. Community benefit and partnerships – 30%
3. Project planning and management – 20%

Ineligible projects:

1. Fourth of July celebrations, community festivals, reunions and centennial events
2. Overhead expenses, existing deficits, awards and prizes

Application Process:

- Applications will be accepted beginning August 1 through August 31, 2015. All eligible applications received during this time period will be reviewed and grants may be awarded to the most competitive applications based on criteria established by the IRRRB. Applications

submitted after August 31 through the end of the IRRRB's fiscal year (June 30, 2016) may be awarded funding on a rolling basis subject to the availability of remaining program funds.

Application Review:

- All applications are evaluated and scored on an individual basis.
- Applications are reviewed by the IRRRB Grant Team and Commissioner.
- Project funding is subject to Commissioner Approval.

If you are awarded a grant, you will be notified in writing.

Other information:

- Progress reports are required annually.
- A final report is required before final payment.
- Awarded projects must meet Minnesota Prevailing Wage Statutes and IRRR Board Policy.
- Project information is subject to Minnesota Data Practices Act, Minnesota Statute Chapter 13.

Application Cover Sheet

Checklist:

- ☐ Application cover sheet (page 3)
- ☐ Project narrative (page 4)
- ☐ Project budget and timetable (page 5)
- ☐ Resolution authorizing applicant to apply for and accept funds (page 6)
- Copy of most recent Form 990, 990-N, 990-EZ or audit as filed with IRS
- Document of compliance with Minnesota Historical Society procedures for treatment of historical sites (if applicable)
- ☐ Any other documentation to support the application

Date submitted:

Project name:

Applicant organization:

Address:

_____ City _____ State _____ Zip Code

Contact person:

Title:

Phone:

_____ Office _____ Cell

Email:

Signature(s):

I confirm that to the best of my knowledge, all statements made and information provided for this application are true and correct:

Organization _____

By _____
Authorized Representative (1) Title Date

Authorized Representative (2) Title Date

Application – Narrative

Respond on a separate sheet of paper in the order specified to the following:

1. Project name and brief description
2. Economic impact by attracting new visitors and encouraging spending
 - a. Participation, attendance or visitation (include past attendance including most recent year and projected change if project proceeds)
 - b. Other economic impacts the project will have
3. Community benefit and partnerships
 - a. Describe unique community resources that play a role in the project
 - b. Describe innovation and added value to the community
 - c. List all public and private partners and their contributions
4. Project planning and management
 - a. Qualifications and applicant history
 - b. Is the project dependent upon this grant?
5. If project is an event or capital improvement, please describe your marketing, public relations and communication plans

Application – Project Budget and Timetable

Source of projected funds	Revenue
IRRRB grant request	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total:	\$ _____

Projected expenses	Expense
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total:	\$ _____

Project timetable:

Indicate anticipated dates for the following actions:

Actions	Date
Estimated project start:	_____
_____	_____
_____	_____
_____	_____
Estimated project completion:	_____

Sample Resolution

Cities, townships and organizations should use this sample as a reference to prepare a resolution on applicant letterhead and send in with application.

CITY, TOWNSHIP OR ORGANIZATION NAME
RESOLUTION NO. _____

STATE OF MINNESOTA
COUNTY OF (_____)
CITY OR TOWNSHIP OF (_____) OR ORGANIZATION NAME

RESOLUTION AUTHORIZING (CITY/TOWNSHIP/ORGANIZATION) TO
MAKE APPLICATION TO AND ACCEPT FUNDS FROM
(NAME OF GRANT PROGRAM)

WHEREAS THE authorizing authority approves of the attached application for the
_____ project: and

WHEREAS THE authorizing authority agrees to accept funding for the underlying project if
approved by IRRRB.

NOW BE IT RESOLVED that the authorizing authority of _____ does
adopt this resolution.

Upon vote taken, the following voted:

For:

Against:

Whereupon said Resolution No. _____ was declared duly passed and adopted this _____
day of _____.
Month/Year

Name #1

Name #2

Title #1

Title #2